

State of Idaho

Legislative Services Office

Management Report

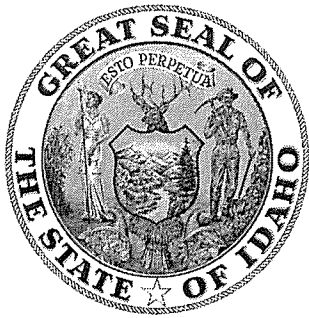
A communication to the Joint Finance-Appropriations Committee

IDAHO OFFICE OF DRUG POLICY

FY 2008

Report IC19808
Date Issued: July 24, 2009

Serving Idaho's Citizen Legislature



Don H. Berg, Manager

**Idaho Legislative Services Office
Legislative Audits Division**

**IDAHO OFFICE OF
DRUG POLICY**

SUMMARY

PURPOSE OF MANAGEMENT REVIEW

We conducted a management review of the Idaho Office of Drug Policy covering the fiscal year ended June 30, 2008. The Office was created within the Office of the Governor on March 3, 2007, to oversee and execute the coordination of all drug and substance abuse programs within the State of Idaho. This is the first management review of the Office and covered general administrative procedures and accounting controls to determine that activities are properly recorded and reported.

The intent of this review was not to express an opinion, but to provide general assurance on internal controls and to raise the awareness of management and others of any conditions and control weaknesses that may exist and offer recommendations for improvement.

CONCLUSION

We did not identify any significant conditions or weaknesses in the general administrative and accounting controls of the Office.

FINDINGS AND RECOMMENDATIONS

There are no findings and recommendations in this report or in the prior report.

A copy of this report is available at <http://www.legislature.idaho.gov/audit/auditsummaries.htm> or by calling 208-334-4832.

AGENCY RESPONSE

The Office of Drug Policy reviewed the report and is in general agreement with its contents.

FINANCIAL INFORMATION

The Office is primarily funded with a General Fund appropriation. Statutory transfers were authorized by the legislature to help startup the Office, in coordination with the appropriation. Miscellaneous receipts of \$139,000 were received from other State agencies to pay for the implementation of the Global Appraisal of Individual Needs (GAIN) standard assessment tool. The following financial data is presented for informational purposes only.

IDAHO OFFICE OF DRUG POLICY – FISCAL YEAR 2008

| | General Fund 0001 | Substance Abuse Treatment Account Fund 0182 | Misc. Revenue Fund 0349 | Total |
|----------------------------------|----------------------|---|-------------------------------|-------------------|
| Original Appropriation | \$250,000 | \$0 | \$0 | \$250,000 |
| Supplemental Appropriation | 29,100 | 0 | 0 | 29,100 |
| Statutory Transfers In | 0 | 67,500 | 19,771 | 87,271 |
| Miscellaneous Receipts | <u>0</u> | <u>382</u> | <u>139,125</u> | <u>139,507</u> |
| Total Receipts/Appropriations | <u>\$279,100</u> | <u>\$ 67,882</u> | <u>\$158,896</u> | <u>\$505,878</u> |
| | | | | |
| Personnel Costs | \$227,752 | \$0 | \$0 | \$227,752 |
| Operating Expenditures | <u>23,899</u> | <u>17,881</u> | <u>116,848</u> | <u>158,628</u> |
| Total Expenditures | <u>\$251,651</u> | <u>\$17,881</u> | <u>\$116,848</u> | <u>\$386,380</u> |
| | | | | |
| Appropriations Reverted | <u>(\$11,449)</u> | <u>\$0</u> | <u>\$0</u> | <u>(\$11,449)</u> |
| Ending Fund Balance/Encumbrances | <u>\$16,000</u> | <u>\$50,001</u> | <u>\$42,048</u> | <u>\$108,049</u> |

Fiscal year 2008 was the first year that the Office of Drug Policy received an appropriation or any funds.

This report is intended solely for the information and use of the State of Idaho and the Idaho Office of Drug Policy and is not intended to be used by anyone other than these specified parties.

We appreciate the cooperation and assistance given to us by the director, Debbie Field, and her staff.

ASSIGNED STAFF

Eugene Sparks, CPA, CGFM, Managing Auditor

Shannon Thomas, Staff Auditor

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AGENCY RESPONSE

C.L. "Butch" Otter
Governor
Debbie Field
Administrator



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Boise, Idaho 83720
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State of Idaho
Office of Drug Policy
Executive Office of the Governor

June 30, 2009

Mr. Shannon Thomas, Staff Auditor
Idaho Legislative Services
P.O. Box 83720
Boise, Idaho 83720-0054

Dear Mr. Thomas:

Thank you for the opportunity to review the Legislative Service Office Management Report for the Idaho Office of Drug Policy. We are pleased the report did not report any findings or recommendations. This is helpful to know the new office has started out on the right foot.

Thank you for the professionalism in which you conducted your work.

Kind regards,

A handwritten signature in cursive script that reads "Debbie Field".

Debbie Field, Administrator
Idaho Office of Drug Policy

APPENDIX

HISTORY

During the 2007 Legislative Session, the Office of Drug Policy was codified as the Office of Drug Policy, formerly known as the Office of the Drug Czar, within the Office of the Governor as established by an executive order signed by Governor James Risch. House Bill 106 also modified the Interagency Substance Abuse Committee membership to include the administrator of the Office of Drug Policy and also named the administrator chairman of the committee. The legislation created a single point of budget coordination and program direction for substance abuse programs that utilize State funds.

STATUTORY AUTHORITY

Statutory authority for the Office of Drug Policy was codified in 2007 and is found in Idaho Code, Section 67-821.

PURPOSE

The purpose of the Office of Drug Policy is to focus on statewide efforts to address substance abuse by assessing statewide needs, developing a statewide plan, and coordinating and directing efforts of all State entities that use public funds for efforts to address substance abuse.

FUNDING

The Office of Drug Policy is funded by the State General Fund and will be funded from the Millennium Fund in fiscal year 2010 on a one time basis.

ORGANIZATION

The Office of Drug Policy has three full time staff members, with the administrator appointed by the Governor. All three employees are non-classified. The administrator serves as chair of the Interagency Committee on Substance Abuse Prevention and Treatment. Membership of the multi-jurisdictional committee comprises:

- The director of the Department of Health and Welfare or the director's designee.
- The director of the Department of Correction or the director's designee.
- The director of the Department of Juvenile Corrections or the director's designee.
- The Superintendent of Public Instruction or the Superintendent's designee.
- The director of the Idaho State Police or the director's designee.
- The director of the Idaho Transportation Department or the director's designee.
- The administrative director of the Idaho Supreme Court or the director's designee;
- The chairperson of the State Board of Health and Welfare or the chair's designee.
- The chairperson of the Board of Correction or the chair's designee.
- The chairperson of the Board of Juvenile Corrections or the chair's designee.
- The chairperson of the Drug Court and Mental Health Court Coordinating Committee, established under Idaho Code, Section 19-5606, or the chair's designee.
- The chairperson of the Senate Health and Welfare committee or the chair's designee.

- The chairperson of the House of Representatives Health and Welfare Committee or the chair's designee.
- The chairperson of the Senate Judiciary and Rules Committee or the chair's designee.
- The chairperson of the House of Representatives Judiciary, Rules, and Administration committee or the chair's designee.
- The chief administrative official of other State governmental entities that expend funds to provide services to address substance abuse or that chief administrative official's designee.
- One representative of the regional advisory committees as determined in Idaho Code, Section 39-303A.
- Such additional ad hoc nonvoting members as the administrator of the Office of Drug Policy may designate.